

Accident frequency rate (AFR) period 10

We have had three accidents and three incidents in the past month. The 12 month AFR stands at 0.18.

Event learning

Action: Always assess manual handling tasks first and use mechanical aids where available.

Accident – Four operatives where placing scrap rail onto the stack in the CESS when the rail slipped. Three of the operatives where able to move their hands out of the way. The IP had his fingers pinched by the rail, causing a cut to the finger and loss of nail.

[Labour Solutions — Track Partnership](#)

Action: Always ensure that the task you are undertaking has been risk assessed in advance.

Accident- As operative transported 9x30kg Melba blocks using a pallet truck with another operative, two fell off and one struck his lower left leg.

[Labour Solutions — Ferrovial](#)

Action: Power tools to be held securely when being used.

Accident – IP was cutting some mesh when the disc of the angle grinder made contact with his finger causing a 3cm cut from the lower knuckle and the nail.

[Labour Solutions — Farringdon](#)

Actions: Ensure that spill kits are available at your place of work.

Incident - A split pipe on the manipulator resulted in a hydraulic oil discharge.

Some oil sprayed out: spill kit was used.

[Rail Delivery — New England](#)

Action: Supervisor briefed to make sure his communication is clear and unambiguous.

Memo sent out to Rail Delivery team that the supervisor who attends the walkout must attend the delivery. If the supervisor cannot attend the delivery, site to be re-walked prior to delivery and familiarise themselves with the area before giving the pre-start COSS briefing.

Incident – The COSS pre-start briefing was ambiguous.

[Rail Delivery — West Crossing](#)

Outperformance

Laura Kenneally

For her continued hard work and support during a busy six months in HR and for covering Alice's annual leave.

James Burke

Thank you and well done to James Burke for all the hard work he has put into the Bravo Taxiway Project over this month. VGC have smashed the monthly reporting record and are sitting on the top of the leader board.

Jaskaran Singh

Received an award for cancelling lifts as the lifting device that was being used was slipping off the load.

Mike Condon and Rob Barnard

Mike, Rob and the VGC team were commended for working safely in OLE environment with RRV. This is the first time since Crossrail Anglia started work in 2014 that this has been successfully undertaken.

Outperformance continued

Ian Keen

Thank you for the improvements you have made on the Track Partnership contract. Your hard work and dedication has been appreciated and is driving improvements on the contract.

Eddie Long

Eddie went out of his way to delivery the new vans to drivers and swap over their old vehicles. On more than one occasion, he outperformed to ensure vehicles were delivered on-time.

Annual leave

Please make sure that you take your full annual leave entitlement in the current holiday year.

- VGC will not authorise payment in lieu of untaken holidays.
- VGC will not allow annual leave to be carried over into the following year.
- You will lose any unused holiday days and holiday pay!

You need to fill in an annual leave request form (available from your contract supervisor, recruitment consultant or on the VGC website - <http://vgcgroup.co.uk/about/resources/forms/>) and give two weeks' notice of your intention to take annual leave. Give your completed form to your VGC supervisor / recruitment consultant for approval.

You may take a maximum of two weeks leave at any one time. Do not book and pay for holidays until your request for leave has been approved. VGC will endeavour to approve requests for annual leave, but the operational needs of the business will need to be taken into consideration.

Remember to set aside a number of days' leave every year to cover the Christmas construction industry shutdown period. This will be notified by individual projects.

Respect

The VGC Group is committed to equality, diversity and inclusion in everything we do.



We are opposed to any form of less favourable treatment through direct or indirect discrimination based on grounds such as age, sex, race, religion or belief, or of any other groups that have traditionally been marginalised in society. This applies to all our employees, contractors and suppliers.

We believe that everyone has a right to be treated fairly and with respect. Being disrespectful is any behaviour which violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Ask yourself:

- Are people being made to feel included or is anyone being singled out and treated unfairly?
- Do you speak to people in the way you would like to be spoken to?
- Are you always aware of your surroundings and considerate to others in both your workplace and social environment?
- Could your behaviour towards someone be classed as disrespectful?
- Could the way you speak to others offend anyone else and their values?

Please be aware of your behaviour and the language you use in everyday activities to avoid disrespectful behaviour.

If you have any concerns about equality, diversity and inclusion issues, please speak to your VGC contract supervisor or call HR on 01895 671 780.

BE SAFE at home

Paul, a VGC colleague, was burning household waste in his garden, outside work hours.

When burning a bag of litter Paul was unaware of a pressurised container in the bag. This caused an explosion sending out debris and molten material. Paul sustained serious damage to his right eye and had to undergo surgery.

Paul has advised, if anyone is working at their home, please take safety measures and work safely.

You can often be more relaxed at home and may not consider the dangers when doing routine tasks. The consequences can be life changing.

Winter working

In light of the recent bad wet weather and the cold snap that is expected, here are some tips to help you **Be Safe**.

PPE – Make sure your high visibility clothing is in good order and clean so that plant operators, moving vehicles and your colleagues can see you.

Clothing – As it gets colder and wet, ensure you wear enough warm clothing to keep you warm and dry during your shift. Do not wear loose clothing which could get caught in tools/machinery. Only approved head wear can be worn.

Vehicles – Ensure you keep lights clean so you can see others and others can see you. Keep the screen wash topped up with anti-freeze so you can clear your windscreen in temperatures below 0° and ensure your tyres are in good condition to help prevent you from skidding on fallen leaves and ice.

CPCS slinger signaller card categories update

In January 2015 the slinger signaller categories on the CPCS cards were changed to add endorsements against a range of lifting equipment types to cover the increased use of slingers for a wider variety of lifting operations. This information can be found on the back of the slinger signallers' CPCS card. The range includes:

- A40A- All types- all duties (operative is able to pick and carry loads)
- A40B – All types – static duties (**no** moving operations)
- A40C – Knuckle boom static only (Hiab lorry)
- A40D – Evacuator only (just excavations and lifting)
- A40E – Lift truck only (telehandler operations)

Slinger signallers are required to direct the crane using recognised signalling systems, and to ensure that loads are 'as safe in the air as they are on the ground'. Before carrying out any of your duties, check that your CPCS card endorses you to carry out duties required. If you are in doubt then please speak to your VGC contract supervisor.

Manual handling

Assess each task beforehand and plan all tasks using L.I.T.E factors:

Load – if load is bulky/heavy then get assistance.

Individual – ensure that you have appropriate training and PPE to carry the task out. Remember to adopt good posture, bend knees and to keep your back straight.

Task – consider the size, shape and content of the load as well as the distance and travel path before lifting.

Environment – consider, space, weather and lighting.



Movember challenges men to grow a moustache for the 30 days of November.

Movember's aim is to raise awareness of men's health issues, specifically cancers affecting men including prostate and testicular cancer.

Know your body and family history - Look after yourself. If something seems out of the norm, tell your doctor.

Be physically active - Start small and work up to a minimum of 30 minutes of moderate physical activity most days of the week.

Eat a healthy diet - Fill up with fruits, vegetables and whole grains and choose healthy proteins like lean meats, poultry, fish and nuts.

Stay at a healthy weight - Obesity and being overweight pose a major risk for chronic diseases, including type 2 diabetes, cardiovascular disease, hypertension, stroke.

Drink alcohol only in moderation - Alcohol can be part of a healthy, balanced diet, but only if you drink in moderation.

Manage your stress - Long-term stress can be a factor in the onset or worsening of poor health. Take time out of each day and go for a walk or do something you find relaxing.

Sleep well - The quality of your sleep can dictate how much you eat, how fast your metabolism runs, and how well you can fight off infections.

If you would like to register for Movember, please go to www.movember.com

If you have any concerns or questions regarding health issues please contact your VGC contract supervisor or HSQE department - 01895 671 800.

VGC Be Safe rules

1. Be fit for work

Have the correct PPE for the task. Do not turn up to work tired or under the influence.

This also includes having your certificates with you at all times on site.

2. Always receive a brief before starting work

If you don't understand, ask a question.

The work we do can be dangerous. There must be risk assessment which sets out the controls needed to work safely. Please ensure that before you undertake any task you are aware of the risks and controls in the pre-work brief.

3. Report all unsafe acts and conditions

Regardless of how big or small, report them to your supervisor.

4. Stop work should anything change

Stop if your task finishes or something changes from the plan.

**BE SAFE
BY CHOICE
WITH VGC**

Drugs and alcohol

VGC has a zero tolerance policy to drugs and alcohol.

Drugs and alcohol cause slow reactions and clumsiness – these will affect your safety and the safety of others.

As part of your role you are subject to random D&A screening. If you do not comply you will be removed from site and face disciplinary action.

VGC have a limit of 0.13ml/l of a breath test sample taken for alcohol – this is less than half the drink drive limit. All VGC operatives are required to inform their supervisor if they are taking any prescribed or over the counter medication.

Safe working conditions

If you feel that work being carried out is not safe, report this to your supervisor. If you prefer, you can confidentially contact the HSQE department on 01895 671 890 or CIRAS on 0800 4 101 101.